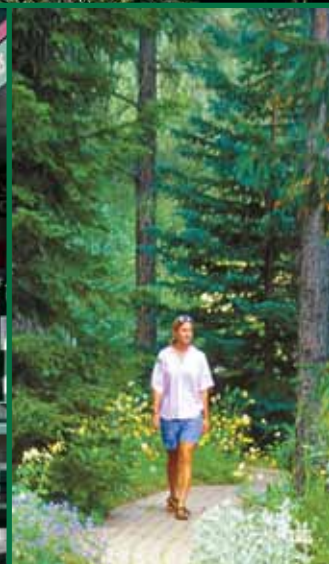


City of Flagstaff



Service at a Higher Elevation



Announcing the Recruitment for the Position of

City Attorney

Recruitment Services Provided by Ralph Andersen & Associates

The Opportunity

Renowned for its natural beauty and outstanding quality of life, the City of Flagstaff, Arizona, is seeking a dynamic and accomplished City Attorney to live and work in one of the most vibrant and attractive communities in the western United States. Nestled at the base of the San Francisco Peaks and surrounded by one of the largest pine forests on earth, Flagstaff's 64 square miles are home to a progressive, diverse, and civic-minded population of just over 65,000. Reporting to the Mayor and a six-member City Council, the City Attorney oversees a capable staff of 13 full-time positions. The ideal candidate will have excellent leadership and decision making skills, with experience and interest in major land use issues, economic development, contracts, and practical knowledge of the litigation process.

The City

Surrounded by tall pines at the base of the spectacular San Francisco Peaks, the City of Flagstaff is the regional center and county seat for Coconino County. With a great variety in housing, employment, recreation, entertainment, education, and city services, Flagstaff is also home to Northern Arizona University and hosts a number of scientific and high tech research and development industries.



Flagstaff is 146 miles north of Phoenix at an altitude of nearly 7,000 feet. With its proximity to Phoenix, Las Vegas, and other growing western cities, Flagstaff is a popular tourist destination and seasonal retreat. Serving as a gateway to the Grand Canyon and several other national monuments, Flagstaff is truly a destination for all seasons, offering year-round adventures. A regional airport, with service to/from Phoenix Sky Harbor, offers easy and convenient access and connections to destinations all over the world. Throughout the year, Flagstaff hosts a variety of art shows, festivals, live theater performances, and Native American arts and cultural exhibits. The city also boasts its own orchestra, the Flagstaff Symphony Orchestra, as well as the world famous Lowell Observatory and Museum of Northern Arizona.

Residents share a love for the outdoors and enjoy an array of outdoor sports including unlimited hiking and camping opportunities, hunting, and fishing, as well as downhill and Nordic skiing. Likewise, residents share a common respect for and dedication to protect the environment. Towards this end, the city has allocated considerable resources to a variety of environmental issues and local conservation efforts including a commitment to the Kyoto Accord and the U.S. Mayors Climate Protection Agreement, as well as an innovative initiative to establish the city's own Environmental Department.

Local Government

The city is operated under the Council/Manager form of government with an elected Mayor and six Council Members. The City Manager serves as the Chief Executive and is appointed by the Mayor and City Council. The City Manager is responsible for implementing the Council's policies and managing the city's day-to-day operations. Flagstaff has an approved budget of about \$248 million including a current capital budget of approximately \$113 million and an allocated staff of approximately 743. Residents of Flagstaff are civic-minded and are engaged in their community and local government.

The Position

The City Attorney serves as the chief legal advisor to the city and, in doing so, is responsible for providing sound and efficient legal services to the Mayor and City Council, the City Manager, and all departments, officials, boards, and commissions. The City Attorney oversees all civil litigation. The City Attorney also oversees the prosecution of misdemeanor criminal cases before the City Court and appeals from the City Court to the Superior Court and other courts.

Specific legal services provided by the City Attorney's Office include the following:

- » Advises the City Council and attends all City Council meetings.
- » Reviews city policies and procedures and advises the Council and city management.
- » Provides legal advice and legal opinions to the Council, city management, and city staff upon request.
- » Drafts and reviews ordinances, resolutions, contracts, deeds, leases, and other legal documents.
- » Assists in the review of proposed legislation in regard to matters of interest to the city.
- » Reviews and manages civil litigation handled by outside counsel.
- » Prosecution of misdemeanor crimes occurring within the City of Flagstaff.
- » Represents the city in administrative hearings.



Challenges and Opportunities

Major issues and challenges for the City Attorney and City of Flagstaff include:

- » **Prosecution Challenges** – For the last several years, the city's caseload has increased, straining current resources. The Prosecution Section has seen recent staffing changes, including the current recruitment of a new City Prosecutor.
- » **Civil Projects** – The Civil Section has been assisting the City Council and city staff with legal services related to the rewrite and adoption of a new Regional Plan, a Parks and Recreation Master Plan, a new Water Policy, and amendments to the newly adopted Flagstaff Zoning Code. This Section will also assist in the implementation of the new Civil Rights Ordinance, which grants legal protections for sexual orientation and gender identity. These issues will continue to be priorities in the upcoming fiscal year.
- » **Bond Issues** – In November 2012, voters approved two bond issues: a Core Services Facility and a Forest Health and Water Supply Protection Project. The Civil Section will continue to work with relevant staff and outside counsel to provide legal services in support of these two projects.
- » **Partnering Agencies** – The Prosecution Section will be working with partnering agencies to develop a Serial Inebriate Court and a Veterans Court. Challenges include finding funding for these programs.
- » **Procurement** – The largest category of matters addressed in the Civil Section is contract/procurement. Council will be reviewing and adopting a Procurement Code within the next year.
- » **Human Resources** – The Civil Section works closely with the Human Resources Division to handle all employee related matters. Attorneys are currently assisting with the rewrite of the existing personnel manual.
- » **Housing Matters** – Affordable housing has been and continues to be a major Council priority.



The City Attorney should have unquestioned personal integrity and honesty, maintain confidentiality, and demonstrate a willingness to make difficult decisions and stand by those decisions. Communication with the City Council and City Manager is particularly important. An approachable, business friendly, can-do attitude and customer service approach to administering legal affairs of the City Attorney's Office is also desired.

Ideally, the City Attorney will have experience in major land use issues, economic development, and contracts; as well as practical knowledge of the litigation process complemented by excellent writing and public speaking skills, and the ability to address legal issues with a problem-solving approach rather than in a regulatory manner. Also, the City Attorney will have the ability to streamline the use of outside legal counsel and, when needed, oversee, coordinate, and monitor outside legal firms in order to provide a full range of high-level legal support and leadership to the City of Flagstaff.



With an outstanding track record of success, the selected candidate will have unquestionable ethics and technical expertise in many of the following areas of municipal law:

- » Planning and land use;
- » Contracts;
- » Procurement;
- » Economic development;
- » Water law;
- » General Plan and Specific Plans;
- » Strategic initiative to mitigate risk, exposure, and potential of lawsuits; and
- » Arizona Open Meetings Law.

Qualities and Characteristics

Personal characteristics desired in the City Attorney include:

- » Skills and experience in working with elected officials;
- » A strong understanding of municipal law, with demonstrated knowledge of Arizona Open Meetings Law and experience dealing with conflict of interest situations that will occur;

The Ideal Candidate

The ideal candidate for this position will be an experienced legal professional who thrives in a robust and complex environment. Known as a generalist, this candidate will be expected to be a strategic and innovative leader.



- » Being proactive in identifying important legal issues and addressing them in a timely and appropriate manner;
- » Able to provide effective leadership, guidance, and mentoring to a small yet talented legal division staff;
- » Straightforward, affable, and articulate communication style;
- » A good listener with a natural curiosity for problem-solving;
- » High energy; enjoy working in a fast-paced and evolving environment;
- » Confident, innovative, and proactive approach to addressing legal issues; and
- » Strong interpersonal skills with a focus on fair and equitable treatment in the conduct of municipal affairs.

Experience and Education

Experience – At least ten (10) years of experience in the practice of law with five (5) years of experience in practicing municipal law with a track record of successful leadership. Five (5) years of experience in the management of legal matters and staff within a City Attorney or County Attorney Office or comparable government agency/special district dealing with similar, complex issues is highly desired.

Education – Equivalent to a Juris Doctor from an American Bar Association accredited law school.

License or Certificate – Must be a current member in good standing with the State Bar of Arizona.

Compensation and Benefits

The City of Flagstaff provides a highly competitive salary and executive benefits package including paid leave, comprehensive insurance and retirement benefits, and \$350 per month auto allowance. The successful candidate will establish residency within the City of Flagstaff.

The Selection Process

Ralph Andersen & Associates will work with the City Council to screen and evaluate resumes to determine the appropriate match of education, professional experience, and credentials. Review of resumes will be ongoing, and interested candidates are asked to **submit materials prior to April 22, 2013. This position is considered “open” until a final selection is made.** Only the most highly qualified candidates will be invited for an on-site interview. Visit www.ralphandersen.com for more information. Interested candidates can apply by submitting their information via email to apply@ralphandersen.com. **Electronic submittals are preferred.** Candidates are encouraged to **apply immediately** by submitting the following:

- » Compelling cover letter;
- » Resume;
- » Salary history; and
- » Six (6) professional references. These should include two (2) supervisors, two (2) peers, and two (2) direct reports.

The recruitment process will also involve on-site interviews with the City Council and may involve a professional panel to further evaluate the technical capabilities of candidates. Candidates may also be required to respond to supplemental questions to assess writing skills and demonstrate presentation skills through a mock oral presentation.

References will not be contacted until mutual interest has been established. Confidential inquiries are welcome to Mr. Robert Burg, Ralph Andersen & Associates, at (916) 630-4900.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Arizona. “Sunshine” or public disclosure laws in Arizona require that candidates be informed that information presented to the City of Flagstaff for consideration may be made available to the public upon request by interested parties.

The City of Flagstaff is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.